

Checklist

To Do	Deadline	✓	Date
Barcode Scanner / Visitor Data Capture	A.S.A.P.		
Compile Press Packs	Take Onsite		
Compulsory Shell Scheme Construction Form – Form 6	11 Oct 19		
Electrical Power & Lighting – Electrical Equipment Form	29 Oct 19		
Exhibitor Badges – Website Link	A.S.A.P.		
Forward all details to Contractors	A.S.A.P.		
Furniture Requirements – Website Link	A.S.A.P.		
Health & Safety Declaration incorporating CDM 2015 – Form 6A	11 Oct 19		
Insurance Cover	A.S.A.P.		
Music Licences – Form 7	11 Oct 19		
Shell Extras – Shell Scheme Graphics & Accessories Form	29 Oct 19		
Shell Nameboard (Shell Scheme) – Shell Scheme Name Panel Form	29 Oct 19		
Space Only Stand Check Sheet – Form 9	11 Oct 19		
Stand Catering Requirements – Website Link	A.S.A.P.		
Stand Designer / Contractor Details – Form 8	11 Oct 19		